Certification of Obligations Workbook

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1.0 Certification of Obligations Workbook

The Certification of Obligations workbook was developed to help to review and validate all open obligations. The workbook is composed of five worksheets. The *High Level – PO* and *High Level – Non-PO* worksheets list the obligations that must be certified. The *Deob Candidates* worksheet identifies inactive documents which are potential candidates for deobligation. This workbook also provides users with the ability to research detailed information associated with the obligations in the *Transaction Detail – Reference Number* and *Transaction Detail – Document Group & Number* worksheets.

1.1 Worksheet Parameters and Contents

The following table identifies the parameters available for query purposes, items included on each worksheet, and applicable business areas for the Certification of Obligations workbook:

Worksheet	Parameters	Content Description	Business Areas
High Level - PO	✓ As of GL End Date	Page Items:	✓ FMC
	✓ Bureau Code	✓ Bureau Code	✓ Line Office
	✓ Org1	✓ Affected Doc Group	
	✓ Org2 (%)		
	✓ Org3 (%)	Detail Items:	
	✓ Enter 1 or more	✓ Affected Document No	
	Project Codes (%)	✓ Vendor Report Name	
		✓ Affected Item Type	
		✓ Fund Code Fiscal Year	
		✓ Fund Code	
		✓ Program 1 4 Code	
		✓ Org 1 7 Code	
		✓ Project Code	
		✓ Object 1 2 Code	
		✓ UDO + UDO_DWADJ	
		✓ UEXP + UEXP_DWADJ	
		✓ PEXP + PEXP_DWADJ	
		✓ Total Oblig (with DWADJ)	
		✓ Max Trans Date	

Worksheet	Parameters	Content Description	Business Areas
High Level – Non-PO	✓ As of GL End Date ✓ Bureau Code ✓ Org1 ✓ Org2 (%) ✓ Org3 (%) ✓ Enter 1 or more Project Codes (%)	Page Items: ✓ Bureau Code Detail Items: ✓ Fund Code Fiscal Year ✓ Fund Code ✓ Affected Item Type ✓ Vendor Report Name ✓ Program 1 4 Code ✓ Org 1 7 Code ✓ Project Code ✓ Object 1 2 Code ✓ Affected Doc Group ✓ Affected Document No ✓ UDO + UDO_DWADJ ✓ UEXP + UEXP_DWADJ ✓ PEXP + PEXP_DWADJ	✓ FMC ✓ Line Office
Deob Candidates	✓ As of GL End Date (DD-MON-	✓ Total Oblig (with DWADJ) ✓ Max Trans Date Page Items: ✓ Bureau Code	✓ FMC ✓ Line Office
	YYYY) ✓ Bureau Code ✓ Org1 ✓ Org2 (%) ✓ Org3 (%) ✓ Enter 1 or more Project Codes (%)	✓ Affect Doc Group Detail Items: ✓ Deob (Y/N)? ✓ Affect Document No ✓ Affected Item Type ✓ Vendor Report Name ✓ Fund Code Fiscal Year ✓ Fund Code ✓ Org 1 7 Code ✓ Project Code ✓ Object 1 2 Code ✓ UDO + UDO_DWADJ ✓ UEXP + UEXP_DWADJ ✓ PEXP + PEXP_DWADJ ✓ Total Oblig (with DWADJ) ✓ Max Trans Date ✓ Payment Office Code	

Worksheet	Parameters	Content Description	Business Areas
Transaction Detail	✓ Affected Reference	Page Items:	✓ FMC
- Reference No.	Number (%)	✓ Bureau Code	✓ Line Office
	, ,		
		Detail Items:	
		✓ Affected Doc Group	
		✓ Affected Document No	
		✓ Affected Document Type	
		✓ Affected Item Type	
		✓ Affected Reference No	
		✓ PO Feeder Sys No	
		✓ Fiscal Year	
		✓ Fund Code Fiscal Year	
		✓ Org1 Code	
		✓ Org2 Code	
		✓ Org3 Code	
		✓ Fund Code	
		✓ Project Code	
		✓ Task Code	
		✓ Object 1 2 Code	
		✓ Trans Date	
		✓ PY Record Flag	
		✓ UDO	
		✓ UEXP	
		✓ PEXP	
		✓ Subsystem Code	
		✓ Trans Source	
		✓ UDO DWADJ	
		✓ UEXP DWADJ	
		✓ PEXP DWADJ	

Worksheet	Parameters	Content Description	Business Areas
Transaction Detail – Doc Group & No.	✓ Affected Document Group✓ Affected Document Number	Page Items: ✓ Bureau Code ✓ Affected Doc Group ✓ Project Code	✓ FMC ✓ Line Office
		Detail Items: ✓ Affected Document No ✓ Affected Document Type ✓ Affected Item Type ✓ Affected Reference No ✓ PO Feeder Sys No ✓ Fiscal Year ✓ Fund Code Fiscal Year ✓ Org1 Code ✓ Org2 Code ✓ Org3 Code ✓ Fund Code ✓ Fund Code ✓ Fund Code ✓ Project Code ✓ Task Code ✓ Object 1 2 Code ✓ Trans Date ✓ PY Record Flag ✓ UDO ✓ UEXP ✓ PEXP ✓ Subsystem Code ✓ Trans Source ✓ UDO DWADJ ✓ UEXP DWADJ ✓ PEXP DWADJ ✓ Org 1 7 Code	

1.1.1 Page Item & Column Descriptions

The following provides a description of the page items and column headings for the worksheet contents within the Certification of Obligations workbook:

<u>Name</u>	<u>Description</u>
Affected Document No.	Displays the NOAA Data Warehouse assigned number that tie all document components together.
Affected Document Group	Displays the group type of the document (e.g. PO = One Time Purchase Orders, EA = Estimated Accrual, etc.)
	Note: These group types can be found using Discoverer's Reference- Data Workbook
Affected Document Type	Displays the type of document (e.g. EA =Estimated Accrual, INV =Invoice, PO = One time Purchase Order, etc.)
	Note: These document types can be found using Discoverer's Reference- Data Workbook

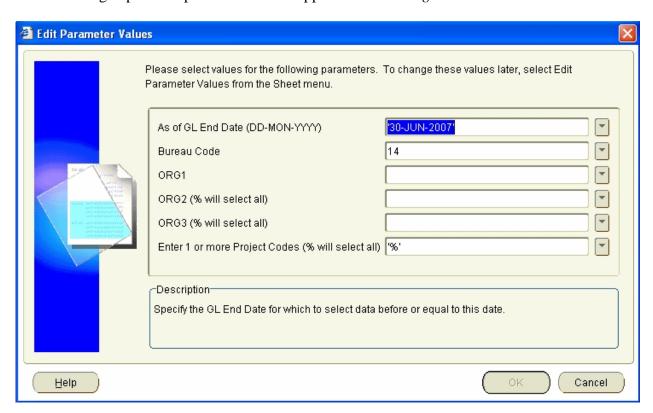
<u>Name</u>	<u>Description</u>
Affected Item Type	Displays the item type of the document (e.g. INTAGR = Interagency Agreement, GOODS = goods, SERV = Services, SUPPLY = Supplies, etc.)
	Note: These item types can be found using Discoverer's Reference-Data Workbook (Code type = CDITEM)
Affected Reference No	Displays the reference number associated with a particular document from the Core Financial System (CFS). This field in CFS is not mandatory so it may or may not be filled out.
Bureau Code	Displays the bureau code selected or groups the documents by a specific bureau code.
Deob (Y/N)?	Displays a blank field for the user to download the spreadsheet and fill in with a yes or no as to whether or not that line needs to be deobligated.
Fiscal Year	Displays the fiscal year of the document.
Fund Code	Displays the fund code of the document.
Fund Code Fiscal Year	Displays the fund code fiscal year of the document.
Max Trans Date	Date of last transaction of the document.
Object 1 2 Code	Displays the first two positions of the object class of the document. (i.e. 25-27)
Org1 Code	Displays the first position of the Organizational Code, which represents the Line Office.
Org2 Code	Displays the second position of the Organizational Code, which represents the Financial Management Center (FMC).
Org3 Code	Displays the third position of the Organizational Code, which represents an office under the FMC.
Org 1 7 Code	Displays all seven positions of the Organizational Code.
Payment Office Code	Displays the code representing where the payment was processed. (e.g. HQS, EASC, CASC, MASC, & WASC)
PEXP	Displays for the document the total amount of the paid expenditures.
PEXP + PEXP_DWADJ	Displays for the document the total amount of paid expenditures and paid expenditures with downward adjustments.
PEXP DWADJ	Displays for the document the total amount of the paid expenditures with downward adjustments.
PO Feeder Sys No	Identifies feeder system, if applicable.

<u>Name</u>	<u>Description</u>
Project Code	Displays the project code associated to the document. When displayed in the report section, it will display the task code as well. When used in the Page Item, it will group the documents by a particular project code.
PY Record Flag	Displays a Yes (Y) or No (N) as to whether or not a prior year cost was associated with the document.
Subsystem Code	Identifies sub-system, if applicable.
Task Code	Displays the task code associated with the document.
Total Oblig (with DWADJ)	Displays for the document the total amount of the obligations with downward adjustments.
Trans Date	Date the transaction occurred.
Trans Source	Identifies source of transaction.
UDO	Displays for the document the total amount of undelivered orders.
UDO + UDO_DWADJ	Displays for the document the total amount of undelivered orders and undelivered orders with downward adjustments.
UDO DWADJ	Displays for the document the total amount of the undelivered orders with downward adjustments.
UEXP	Displays for the document the total amount of unpaid expenditures.
UEXP + UEXP_DWADJ	Displays for the document the total amount of unpaid expenditures and unpaid expenditures with downward adjustments.
UEXP DWADJ	Displays for the document the total amount of the unpaid expenditures with downward adjustments.
Vendor Report Name	Displays the name of the vendor associated with the document.

1.2 High Level – PO Worksheet

The *High Level - PO* worksheet provides information on documents which originated as undelivered orders, such as purchase orders, contracts & grants. This worksheet shows consolidated information for documents having undelivered orders and unpaid accrued expenditures balances.

The following depicts the parameter values applicable to the *High Level - PO* worksheet:



An example of the *High Level - PO* worksheet content is illustrated below:



1.3 High Level – Non-PO Worksheet

The *High Level – Non-PO* worksheet provides information on documents which did not originate as an undelivered order, such as "no match" invoices. This workbook shows all such documents with unpaid accrued expenditures balances.

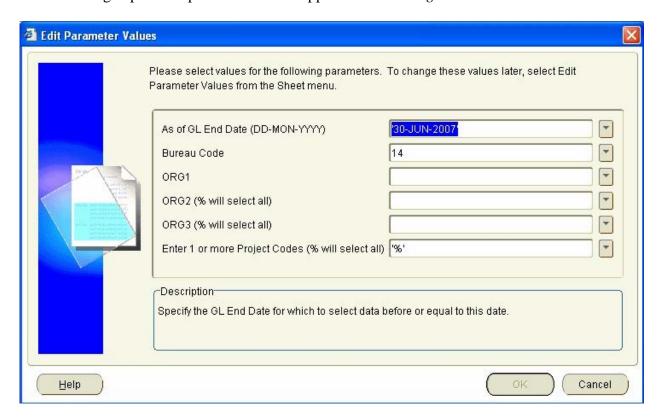
Due to the nature of this data, there is often not a single document number under which to summarize the information. In order to better associate the transactions, this report sorts the data by the accounting information (ACCS), item type, vendor, and transaction amount. This brings similar transactions together to visually reconcile them.

This data may require closer examination because of the document chaining in Data Warehouse. Linking the creation and liquidation is difficult because of separate invoice and estimated accrual document numbers.

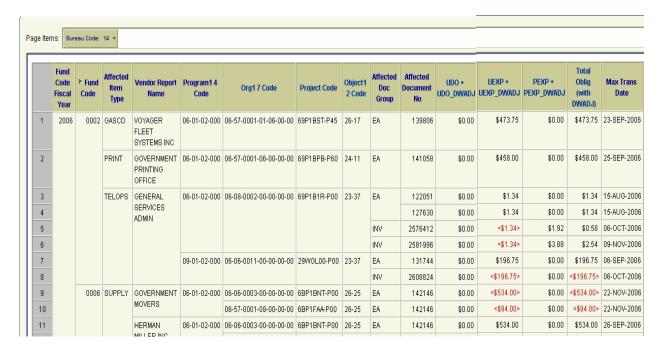
The rows in the worksheet are sorted so that creation and liquidation are likely to appear next to each other.

Note: This worksheet does not show documents prior to previous fiscal year, because any issues with those documents would have been corrected previously.

The following depicts the parameter values applicable to the *High Level – Non-PO* worksheet:



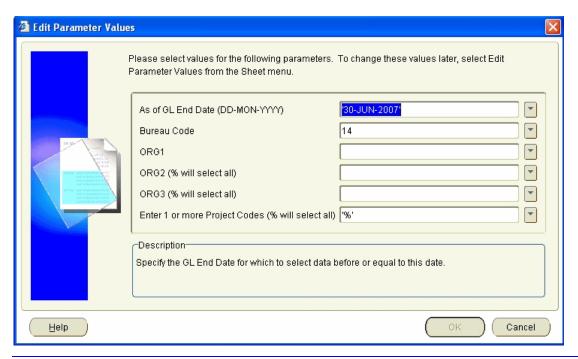
An example of the *High Level – Non-PO* worksheet content is illustrated below:



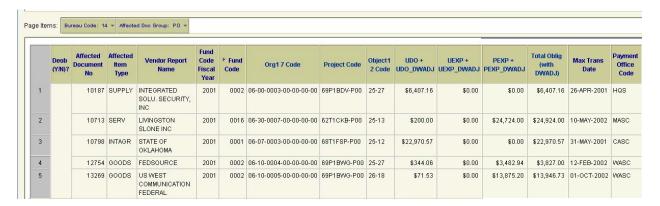
1.4 Deob Candidates Worksheet

The *Deob Candidates* worksheet identifies obligations which appear to be obsolete. It provides only documents in the PO group and excludes grants and contracts. By exporting this worksheet to a spreadsheet, it will allow you to indicate whether or not the document should be deobligated (Yes) or not (No). It also allows you to identify other documents, which should be deobligated and add them to the spreadsheet. By exporting this information and adding any additional information, you will be able to submit it electronically.

The following depicts the parameter values applicable to the *Deob Candidates* worksheet:



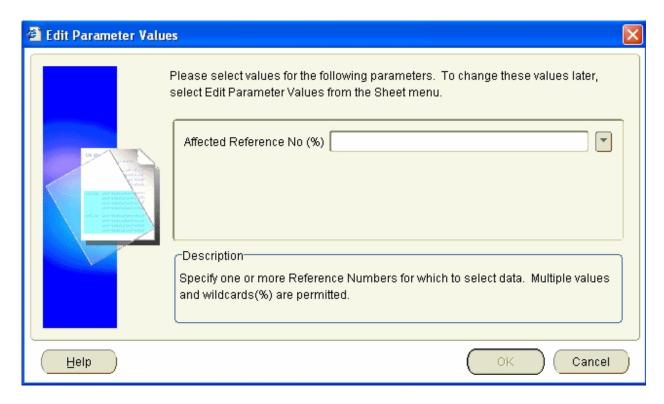
An example of the Deob Candidates worksheet content is illustrated below:



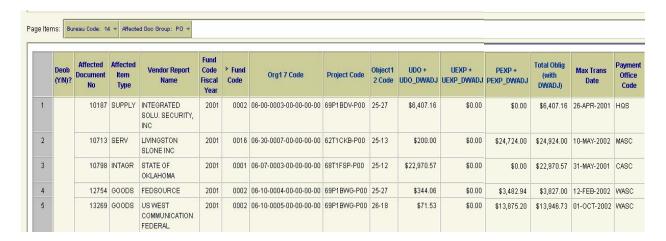
1.5 Transaction Detail – Reference Number Worksheet

The *Transaction Detail – Reference Number* worksheet allows the user to view individual transactions against documents having the specified Reference Number. This worksheet is meant to assist with researching transaction details for specific documents.

The following depicts the parameter values applicable to the *Transaction Detail – Reference Number* worksheet:



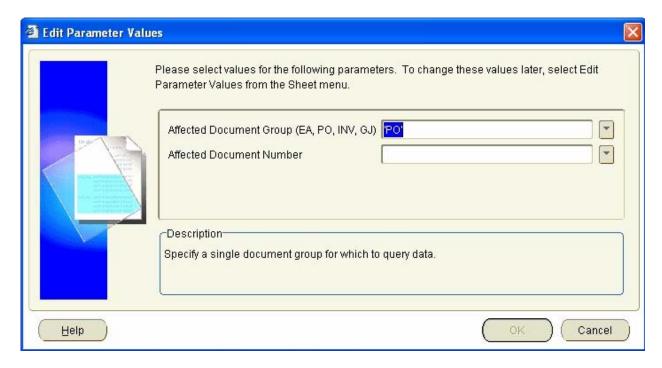
An example of the *Transaction Detail – Reference Number* worksheet content is illustrated below:



1.6 Transaction Detail – Document Group & Number Worksheet

The *Transaction Detail – Document Group & Number* worksheet contains the same information as the *Transaction Detail – Reference No.* worksheet, but data is queried based on the Affected Document Group and Affected Document Number versus the Source Reference Number. This worksheet is also meant to assist with researching transaction details for specific documents.

The following depicts the parameter values applicable to the *Transaction Detail – Document Group & Number* worksheet:



An example of the Transaction Detail – Document Group & Number worksheet content is illustrated below:

